



Nisga'a Lisims Government

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New Aiyansh BC / Canada V0J 1A0

JOB POSTING

REPOSTED: October 17, 2023

Closes: November 6, 2023 NISGAANATION.CA

POSITION: Accounting Clerk
SALARY RANGE: Commensurate with Qualifications and Experience
SUPERVISOR: Accounting Manager
HOURS: 37.5 hours per week

TERM: Permanent Full Time

LOCATION: New Aiyansh, BC

JOB SUMMARY: Within fiscal authority guidelines, in accordance with Canadian Public Accounting Standards, and as directed by the Manager, this position will assist to maintain professional standards and compliance with legislative guidelines provincial, federally and within the Nisga'a Lisims Government (NLG) Financial Administrations Act. The primary responsibility is to prepare the payroll of NLG and to assist in the day-to-day tasks within the Accounting cycle.

DUTIES:

- Prepares the payroll for NLG staff:
 - Receives, compiles, and verifies timesheets, sick pay, leave vacation payouts and other payroll related documents and enters into computerized system;
 - Verifies and ensures the Receiver General and benefits vendor charges and premiums are processed and expenses distributed;
 - Generates payroll direct deposit and manual cheques;
 - Prepares regulatory reports, filing, and remittances including income tax, garnishments, WCB reports, records of employment, and pension plans;
 - Maintain electronic and physical payroll files;
 - Updates vacation and elective accruals, as required;
 - Ensures compliance with NLG employment policies and procedures, and Federal/Provincial employment standards;
- Assist with year-end audit preparations as required;
- Other duties as assigned;

EDUCATION:

- Minimum high school diploma;
- Canadian Payroll's Payroll Compliance Practitioner Designation or working towards;
- Accounting/Business diploma/degree an asset;

EXPERIENCE:

- Two years in an accounting environment is preferred;
- Working knowledge of Sage 300 ERP and Excel.

SKILLS/ABILITIES:

- Strong written and verbal communication skills;
- Highly organized, structured, attention to detail and ability to manage and prioritize responsibilities with competing deadlines;
- Ability to cooperate and contribute to team goals;
- Possess a positive attitude and a strong work ethic;
- Ability to explain NLG accounting policies and procedures to other staff, customers, vendors and to apply these policies and procedures equitably;
- Ability to understand and speak or familiarity with Nisga'a language and culture an asset.

OTHER:

- The successful candidate will be required to provide three recent work related references;
- The successful candidate will be subject to a criminal reference check and credit check;

Applicants are required to submit a resume with cover letter describing their qualifications and related experience prior to **5:00 p.m. on November 6, 2023**. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Please be advised that social media checks are part of the recruitment process.

ALL RESUME PACKAGES MAY BE DIRECTED TO:

Nisga'a Lisims Government
Attention: Human Resource Department
P.O. BOX 231, New Aiyansh, B.C., V0J 1A0
Email: hr@nisgaanation.ca